

Laboratory Certification Standards Review Council
Draft Meeting Minutes From 05/14/2003

Attendance

Council Members: George Bowman (Vice Chair), Debbie Cawley, Randy Herwig, Paul Junio (Chair), Jim Kinscher and Marcia Kuehl (Secretary)

DNR Staff: Diane Drinkman, Greg Pils, Phillip Spranger and David Webb

Others in Attendance: Randy Thater

Summary and Action Items

At this meeting the Certification Standards Review Council:

- Reviewed and approved the minutes from the February 13, 2003 Council meetings;
- Discussed Council member terms, reappointments to the Council and the search for a Council member to represent Large Municipal Wastewater Treatment Plants;
- Were provided a quarterly update on the status of lab audits, audit reports and closures;
- Discussed upcoming training and presentations planned by Program staff and strategies for delivering and funding future training efforts;
- Discussed progress on NR 149 Revisions; and
- Tentatively scheduled the next Council meeting for Wednesday, August 20, 2003.

Agenda Items

I. Check in/Agenda Repair

- A. This meeting was held by conference call. Council members, DNR staff and Guests were introduced.

II. Approval of Previous Meeting's Minutes

- A. Council members reviewed the minutes from the February 13, 2003 Council meeting. Randy Herwig offered a motion to approve the February minutes as presented, Marcia Kuehl seconded and the minutes were approved unanimously.

III. Council Member Terms

- A. Paul Junio noted that this is Debbie Cawley's last meeting. Her second and final three-year term is up on June 30, 2003. Council members and DNR staff thanked Debbie for her dedicated service. David Webb noted that the Program has a plaque commending Ms. Cawley for her six years of service.
- B. Paul Junio and Marcia Kuehl have been re-appointed for their second terms. George Bowman reported that he hasn't received his appointment letter yet. The UW Chancellor nominates the WSLH representative
- C. Council members were updated on recent activity on filling Debbie Cawley's spot. Greg Pils reported that he talked with DOA and there has been no action on making an appointment. Randy Thater and Kurt Knuth have been officially nominated. There was one other person interested, but it appears they have not followed through.

IV. Audit Status – Quarterly Update

- A. Greg Pils confirmed that Council members received his e-mail with the audit status report. Mr. Pils noted that the audit numbers were revised from last meeting. The 4th quarter figures are to-date. Members asked what the nature of the update was? Corrections to dates and cleaning up erroneous entries. Do auditors enter the dates? Yes, but occasionally a date gets missed or entered late.
- B. Audit, report and closure numbers for the first three quarters of the 2002-2003 fiscal year and year-to-date are summarized in the table below. Is there a projection for totals for the year? There is a goal, but it's hard to

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project what the actual number of audits will be. The central office goal is 44 each of audits, reports and closures annually, or 11 of each per quarter. The goal for the Regional Program is 110 each of audits, reports and closures annually, or 27 to 28 of each quarterly. Mr. Webb noted that a few labs canceled audits and sometimes there isn't enough time to reschedule another audit.

	Audits	Reports	Closures
Central Office			
First Quarter	8	10	24
Second Quarter	13	15	13
Third Quarter	10	4	9
Year to date	33	32	55
Regional Program			
First Quarter	22	22	20
Second Quarter	22	25	24
Third Quarter	29	25	21
Year to date	86	84	80

VI. Training and Presentations

- A. David Webb reported on the following training sessions that were held recently or are planned for the near future:

The ICP training session was held a couple of weeks ago at the WSLH. George Bowman and Greg Pils attended, and all reports indicate it was a productive and useful session.

The PCB cleanup training is set for May 20th on the UW-Madison campus. Rick Mealy and WSLH Organics staff are conducting the session in coordination with the DNR Watershed program

Additional e-coli training sessions are scheduled for this summer. Details can be found on the Lab Cert. training web page. There has been good feedback on the first session. Mr. Webb noted that the program is trying to develop the e-coli training into something that can be presented state wide.

- B. Marcia Kuehl asked about the attendance at the ICP training session? George Bowman reported that 23 attended; 3 more than planned. They received a lot of good feedback from participants that will be used to improve future sessions. Paul Junio reported that he heard raves on the training session at the WELA meeting.
- C. Members asked how big a crowd is expected at PCB training? Less than hoped for so far, only 10 or so have registered. Some felt that they knew this stuff already. Mr. Bowman commented that the ICP training session assembled a lot of experienced analysts, and DNR and WSLH staff learned from the attendees as well as vice versa. We may need to communicate this synergistic effect to potential participants of future sessions.

VII. Update on NR 149 Revisions

- A. Diane Drinkman reported that the next meeting of the NR 149 Revision Advisory Committee (RAC) is next week at the Friedrich Center on UW-Campus out by the UW Hospital. Parking is available. The RAC leaders are hoping to get through the QC section at this meeting. Meeting materials should be distributed on Friday or Monday. George Bowman felt that a couple days was not enough time to review the materials and questioned whether the meeting should be postponed. Ms. Drinkman noted that the group will pickup where we left off at the last meeting and then, hopefully, will work through new draft language for the final sections of the quality systems portion of the code. Ms. Drinkman added that it is unlikely that the RAC will get through the first section of the discussion material during the May meeting. Marked-up code language will not be discussed until after the whole section has been reviewed.

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VIII. Other Business/Council Member Items

- A. Paul Junio reported that TestAmerica had the opportunity to do business in Arkansas. When he talked with Arkansas lab certification staff he acknowledged that there was no reciprocity agreement between Arkansas and Wisconsin, but he noted that his lab had recently been audit by Wisconsin. The Arkansas staff person stated that they had seen the Wisconsin audits and they were pretty “fussy” and would do fine. Mr. Junio complimented the WI program for opening up the opportunity.
- B. David Webb “verbally” presenting a certificate of appreciation to Debbie Cawley for her years of service on the council. Debbie expressed her appreciation to the council members. She is glad to have served and looks forward to continued participation on NR 149 RAC.
- C. Mr. Webb related a variety of other issues to the Council. He continues to get really good feedback on the lab audit surveys. Much positive, some negative, but all constructive. It’s been a great tool for getting input. Still getting a high return rate (~80%).

In some general comments on the DNR budget situation, Mr. Webb noted that even though the Lab Cert. Program is not funded through general tax dollars, we may feel some indirect effects because the budget cutbacks will impact other programs significantly. This may reduce bureau or agency support of the Program.

The Regional program is moving to a more county-by-county approach due to shifting workload and the number and distribution of regionally audited labs.

IX. Future Meeting Dates

- A. The next Council meeting was tentatively scheduled for Wednesday, August 20, 2003. Forward suggestions for agenda items to Paul Junio at (920) 261-1660 (e-mail: pjunio@testamericainc.com) or Phillip Spranger at (608) 267-7633 (e-mail: phillip.spranger@dnr.state.wi.us) for the consideration of the Council officers.
- B. Marcia Kuehl offered a motion to adjourn the meeting, Randy Herwig seconded and the meeting was adjourned.